



John D. Catlett  
Director

### Department of Code Administration

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## Fire Protection Systems Plan Intake Checklist

<b>This checklist must be completed by the Owner / Contractor / Agent and must accompany all permit applications for new installations, additions to, or renovations of fire protection systems.</b> <b><u>ALL INFORMATION MUST BE FILLED IN, CHECKED OR MARKED "N/A"</u></b>	
Project Name:	
Project Address:	
Owner / Agent:	Telephone:
Design professional or other person we may contact regarding information on this form or other project details (if same as Owner/Agent, provide Fax number and e-mail address).	Telephone: _____
	Fax: _____
	E-mail: _____

**PLEASE NOTE:** This checklist has been designed to facilitate a timely review and approval of projects. Plan submissions, revisions or amendments cannot be reviewed unless all items on this checklist are provided or completed and placed in one package by the applicant.

### General Requirements:

- Drawings shall not be larger than 30" x 42" (U.S. drawing size E1).
- All drawings must be neatly drawn with clean, crisp lettering. Drawings must remain legible after reduction / scanning for archiving.
- Computer generated vicinity maps printed / plotted on plans that have been obtained from web-based services (such as *MapQuest* or *Google Maps*) are acceptable provided that roadways or street names are legible and will remain so after reduction / scanning for archiving.
- All supporting documentation (e.g. manufacturer specification sheets of all equipment, assemblies, parts & materials, required systems calculations, procedural manuals, etc.) shall be collated, assembled and permanently bound in distinct sets to accompany each set of plans submitted.
- While we understand that some items on this checklist may not be applicable in all situations, we request that applicants work through the entire checklist to ensure that any necessary items are included. If any item is not necessary, please check N/A ("not applicable").

# 1. INITIAL SUBMISSION

## **Permit Application:**

- |                              |                              |  |
|------------------------------|------------------------------|--|
| <input type="checkbox"/> YES | <input type="checkbox"/> N/A | Does application identify the <u>Dwelling Unit</u> , <u>Office Suite</u> /or <u>Floor number</u> ?   |
| <input type="checkbox"/> YES | <input type="checkbox"/> N/A | Are <u>telephone</u> and <u>facsimile</u> numbers legible?<br>(Telephone and facsimile numbers <u>must</u> be for the company that will perform the work under permit) |

## **Noise Ordinance Acknowledgment:**

- |                              |                              |  |
|------------------------------|------------------------------|--|
| <input type="checkbox"/> YES | <input type="checkbox"/> N/A | Has the City Noise Ordinance Affidavit been <u>completed</u> ? |
|------------------------------|------------------------------|--|

## **Plans and Equipment Specification Data:**

- |                              |                              |  |
|------------------------------|------------------------------|--|
| <input type="checkbox"/> YES | <input type="checkbox"/> N/A | Do you have two (2) sets of plans?   |
| <input type="checkbox"/> YES | <input type="checkbox"/> N/A | Do all plan sheets meet the maximum size requirement?                                      |
| <input type="checkbox"/> YES | <input type="checkbox"/> N/A | Are all plan sheets bound in sets and folded? (large sets may be rolled)                   |
| <input type="checkbox"/> YES | <input type="checkbox"/> N/A | Do you have two (2) sets of equipment data? (manufacturer spec. sheets, all systems)       |
| <input type="checkbox"/> YES | <input type="checkbox"/> N/A | Do you have two (2) sets of systems calculations? (sprinkler or fire alarm where required) |
| <input type="checkbox"/> YES | <input type="checkbox"/> N/A | Are equipment data sheets and/or systems calculations collated and bound in sets?          |

# 2. REVISED SUBMISSION (Permit has not been issued)

## **Revision Application:**

- |                              |                              |  |
|------------------------------|------------------------------|--|
| <input type="checkbox"/> YES | <input type="checkbox"/> N/A | Are <u>all</u> revision application items <u>completed</u> ?   |
| <input type="checkbox"/> YES | <input type="checkbox"/> N/A | Does application identify the <u>Dwelling Unit</u> , <u>Office Suite</u> /or <u>Floor number</u> ?   |
| <input type="checkbox"/> YES | <input type="checkbox"/> N/A | Are telephone and facsimile numbers legible?<br>(Telephone and facsimile numbers <u>must</u> be for the company that will perform the work under permit) |

## **Plans and Equipment Specification Data:**

- |                              |                              |   |
|------------------------------|------------------------------|---|
| <input type="checkbox"/> YES | <input type="checkbox"/> N/A | Do you have two (2) sets of revised plans?  |
| <input type="checkbox"/> YES | <input type="checkbox"/> N/A | Do all plan sheets meet the maximum size requirement?   |
| <input type="checkbox"/> YES | <input type="checkbox"/> N/A | Are all revised plan sheets bound in sets and folded? (large sets may be rolled)  |
| <input type="checkbox"/> YES | <input type="checkbox"/> N/A | Have all revised plan sheets been stamped with the <u>DATE</u> and " <u>REVISION</u> " by the applicant?  |
| <input type="checkbox"/> YES | <input type="checkbox"/> N/A | Do you have two (2) sets of revised equipment data (if required)?   |
| <input type="checkbox"/> YES | <input type="checkbox"/> N/A | Do you have two (2) sets of revised systems calculations (if required)?   |
| <input type="checkbox"/> YES | <input type="checkbox"/> N/A | Are revised equipment data sheets and/or systems calculations collated and bound in sets and stamped with the <u>DATE</u> and " <u>REVISION</u> " by the applicant? |

## AMENDED SUBMISSION (Permit has been issued)

**Note:** Amended submissions must be accompanied by the city issued FIELD COPY plans and equipment / systems calculations packages. Copies of these documents will not be accepted. The Engineering Aide will provide the original OFFICE COPY plans and data from our files to include with the amended submission.

### **Revision Application:**

- |                              |                              |  |
|------------------------------|------------------------------|--|
| <input type="checkbox"/> YES | <input type="checkbox"/> N/A | Are <u>all</u> revision application items <u>completed</u> ?   |
| <input type="checkbox"/> YES | <input type="checkbox"/> N/A | Does application identify the <u>Dwelling Unit</u> , <u>Office Suite</u> /or <u>Floor number</u> ?   |
| <input type="checkbox"/> YES | <input type="checkbox"/> N/A | Are telephone and facsimile numbers legible?<br>(Telephone and facsimile numbers <u>must</u> be for the company that will perform the work under permit) |

### **Plans and Equipment Specification Data:**

- |                              |                              |   |
|------------------------------|------------------------------|---|
| <input type="checkbox"/> YES | <input type="checkbox"/> N/A | Do you have two (2) sets of amended or as-built plans?  |
| <input type="checkbox"/> YES | <input type="checkbox"/> N/A | Do all plan sheets meet the maximum size requirement?   |
| <input type="checkbox"/> YES | <input type="checkbox"/> N/A | Are all amended or as-built plan sheets bound in sets and folded? (large sets may be rolled)  |
| <input type="checkbox"/> YES | <input type="checkbox"/> N/A | Have all amended or as-built plan sheets been stamped with the <u>DATE</u> and " <u>REVISION</u> " by the applicant?                                |
| <input type="checkbox"/> YES | <input type="checkbox"/> N/A | Have the all amended sheets in the city issued <u>FIELD COPY</u> and <u>OFFICE COPY</u> plan sets been stamped " <u>VOID</u> " by the applicant? ** |
| <input type="checkbox"/> YES | <input type="checkbox"/> N/A | Do you have two (2) sets of amended equipment data? (if required)   |
| <input type="checkbox"/> YES | <input type="checkbox"/> N/A | Do you have two (2) sets of amended systems calculations? (if required)   |
| <input type="checkbox"/> YES | <input type="checkbox"/> N/A | Are amended equipment data sheets and/or systems calculations collated and bound in sets?   |
| <input type="checkbox"/> YES | <input type="checkbox"/> N/A | Have all amended equipment data sets and/or systems calculations been stamped with date and "REVISION" by the applicant?                            |
| <input type="checkbox"/> YES | <input type="checkbox"/> N/A | Have the city issued <u>FIELD COPY</u> and <u>OFFICE COPY</u> equipment data sets and/or systems calculations been "VOID" stamped by the applicant? |

### **Amendment notes:**

Where single or multiple plan or data sheets have been amended for compliance, trade / building coordination or as directed by the field inspector, it is the applicant's responsibility to insert these sheets into the appropriate existing FIELD COPY and OFFICE COPY sets before leaving the counter.